

APPENDIX B

JOB DESCRIPTIONS FOR EMERGENCY WATCH TEAM (EWT), EMERGENCY OPERATIONS TEAM (EOT) AND CRISIS MANAGEMENT TEAM (CMT) MEMBERS

1. Purpose. This appendix describes the duties and responsibilities of the EWT, EOT and CMT members when the EOC is activated above Level 1.

2. General. During a crisis, the EOC becomes the HQUSACE focal point and information center for matters pertaining to the crisis. The CMT monitors the situation and implements command decisions for the operating staff.

3. Organization. See Appendix A.

4. Functions. The EWT, EOT and CMT (at different levels of operation) are responsible for the following functions:

a. Disseminating requirements to HQUSACE directorates and separate offices as necessary for decision making support to the Commander.

b. Maintaining liaison with the Engineer POC at the AOC, FEMA, and/or other specified locations.

c. Conducting briefings for the Command Group.

d. Maintaining operations and intelligence situation maps, the status of personnel and logistics, and pertinent information on the emergency situation.

e. Preparing reports, as required (Red Sheets, EXSUMs, etc.).

f. Maintaining data necessary to compile a history of the emergency operation (message traffic, briefing books, journals, logs, etc.).

5. Responsibilities. The following paragraphs delineate the responsibilities and job requirements for each of the EWT, EOT and CMT members, respectively. These may be modified by the Chief, EOC, to meet the current situation.

a. **CHIEF, EOC.** Responsible for daily operation of the EOC during normal, emergency watch and emergency operations. Performs the following duties:

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(1) Provides 24-hour leadership for the EOC directing activities of full-time staff and augmentees.

(2) Responsible agent to insure that the EOC is operational and properly equipped.

(3) Insures that systems and procedures are in a state of readiness to support 24-hour emergency operations.

(4) Responsible for publishing and maintaining the roster of key personnel for augmentation of the EOC staff.

(5) Provides initial reports of all emergency situations to appropriate HQUSACE staff elements.

(6) Insures HQUSACE Staff Duty Officer (SDO) coverage during non-duty hours when the EOC is closed.

(7) Monitors information relating to potential and on-going operations.

(8) Prepares and presents briefings on emergency situations of major interest.

(9) Keeps the HQUSACE Executive Office, directorates and separate staff offices informed as necessary concerning emergency events.

(10) Maintains liaison with the AOC, FEMA Emergency Information Coordination Center (EICC), other USACE elements, and other Federal agencies as appropriate.

(11) Furnishes guidance and support to FOAs engaged in emergency operations.

(12) During Level 4 activation, serves as Deputy to the Chief, CMT.

b. **EMERGENCY OPERATIONS OFFICER.** Responsible for the operational element of the EOC. Performs the following duties:

(1) Insures that systems and procedures within the assigned area of responsibility are in a state of readiness to support emergency operations for 24-hour coverage; during non-duty hours supports the SDO, as required.

(2) Insures that procedures and responsibilities for scheduled and non-scheduled briefings are followed.

(3) Supervises the operations team during Level 1 and Level 2 activations.

(4) Monitors SITREP submittal from MSC's, DC's, and FOA's for timeliness and content; expedites overdue submittals as required.

(5) presents briefings and assists in briefing preparation.

(6) Insures that the daily HQUSACE Red Sheet, Situation Report (SITREP), and other required reports are prepared, timely and in the proper format.

(7) May assume the duties of the Shift Leader/Assistant Shift Leader (Level 3 or 4 activation).

c. **WATCH OFFICER.** The Watch Officer is primarily responsible for monitoring information concerning potential and on-going operations. During periods of activation above Level 1, this individual becomes one of the CMT Watch Officers and performs the following duties:

(1) Monitors SITREP submittal from MSCs, DCs, and FOAs for timeliness and content and expedites overdue submittals as required.

(2) Prepares and presents briefings on emergency situations of major interest.

(3) Maintains constant visibility of emergency events and is prepared to present ad hoc briefings.

(4) Prepares the HQUSACE Red Sheet, EXSUM, and other reports as required.

(5) Keeps the Emergency Operations Officer and Chief, EOC, apprised of emergency situations.

(6) Insures that systems and procedures within assigned area of responsibility are in a state of readiness to support 24-hour emergency operations.

(7) Briefs the SDO on emergency situations, as required.

(8) Executes HQUSACE responsibility for alerts, communication tests and similar exercises.

(9) Maintains appropriate journals and records of incoming and outgoing communications, including telephone conversations.

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(10) Insures that the Engineer POCs at the AOC, FEMA, and other specified locations are kept informed.

(11) Coordinates 24-hour technical support as needed with the computer support contractor.

d. **READINESS PLANNER-DOMESTIC/FRP.** This individual is primarily responsible for planning and response to civil emergencies. During periods of activation, this individual becomes one of the CMT Operation Officers, performing the following duties:

(1) Serves as the technical specialist for domestic emergency response plans and procedures.

(2) Monitors information concerning potential and on-going operations and compiles data and prepares written and oral reports as required.

(3) Prepares and presents briefings on domestic emergency situations.

(4) Maintains liaison with the AOC, FEMA EICC, other USACE elements, and other Federal agencies, as appropriate.

(5) Furnishes guidance and support to FOA engaged in disaster operations.

(6) Maintains appropriate journals and records of incoming and outgoing communications, including telephone conversations.

e. **READINESS SPECIALIST/NSEP.** This individual is primarily responsible for planning and response to national security emergencies. During periods of activation above Level 1, this individual becomes one of the CMT Operations Officers and performs the following duties:

(1) Serves as the technical specialist for military and national security emergency plans and procedures.

(2) Monitors information concerning potential and on-going operations and compiles data and prepares written and oral reports as required.

(3) Prepares and presents briefings on military and national emergency situations.

(4) Maintains liaison with the AOC, FEMA EICC, other USACE

elements, and other Federal agencies, as appropriate.

(5) Furnishes guidance and support to FOA engaged in disaster operations.

(6) Maintains appropriate journals and records of incoming and outgoing communications, including telephone conversations.

f. **EOC SYSTEMS SPECIALIST.** This individual is responsible for maintenance of the EOC communication and electronic equipment and close coordination with the Directorate of Information Management and HEC-IM. During activation above Level 1, this individual becomes a CMT Communication Specialist performing the following duties:

(1) Insures that systems and procedures within assigned area of responsibility are in a state of readiness to support emergency operations for 24-hour coverage.

(2) Maintains communications with higher, lateral, and subordinate organizations.

(3) Insures that all EOC equipment is operational.

(4) Maintains appropriate journals and records of incoming and outgoing communications, including telephone conversations.

(5) Serves as EOC COMSEC Officer.

g. **EMERGENCY OPERATIONS SPECIALIST.** Works as a direct assistant to the EOC Operations Officer and is responsible for administrative emergency management functions within the EOC. During activation above Level 1, this individual becomes the Administrative Officer for the CMT, performing the following duties:

(1) Responsible for maintaining the CMT Roster.

(2) Responsible for staffing, training and scheduling CMT members.

(3) Establishes maintains required files.

(4) Assists in the preparation of briefing material.

(5) Prepares to operate on a 24-hour basis.

(6) Maintains appropriate journals and records of incoming

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and outgoing communications, including telephone conversations.

(7) Notifies the appropriate divisions and districts by phone that the CMT/EWT is operational on a full or part-time basis during regular and/or non-duty hours to accomplish HQUSACE missions.

(8) Maintains EOC security procedures IAW Appendix D.

h. CHIEF, CMT.

(1) Upon activation of the CMT (Level 4), the Chief, CMT, provides overall direction for assigned CMT staff.

(2) Responsible for supervision and direction of the CMT.

(3) Insures that the Commander, USACE, and/or his/her designee as assigned to provide senior leadership, are fully briefed on all matters concerning the emergency operation.

(4) Is supported by the Chief, EOC, who serves as a deputy and is specifically responsible for management of ongoing EOC operations.

i. SHIFT LEADER.

(1) Coordinates, directs, and is responsible for the activities of the CMT during the shift.

(2) Supervises the Assistant Shift Leader and the Administrative Officer.

(3) Resolves all coordination and procedural problems within the CMT.

(4) Responsible for presentation of briefings, scheduled or unscheduled, to the command group and other HQUSACE staff.

(5) Keeps the CMT advised of policy decisions and orders issued by higher authority via command-briefings, messages, and emergency telephone conferences including Department of the Army Emergency Action Procedures (DAEAP).

(6) Makes recommendations and provides information to the Chief, CMT.

(7) Assures proper coordination of emergency actions with the AOC Engineer Desk, FEMA, other Federal agencies and USACE

elements.

(8) Assures control of outgoing messages and reports for accuracy, format, distribution and coordination.

(9) Approves release of Red Sheets, SITREPs, information papers, and other documents originated by the CMT.

(10) Maintains the CMT Shift Leader's master journal and record of all significant events to insure that all critical dates, decisions, and statistics are accurately recorded.

(11) Coordinates briefings with the Chief, CMT, and appropriate CMT members.

(12) Keeps a record of discussions, policy guidance, and decisions made during briefings, and is prepared to provide information from this record to the Chief, CMT, and members of the CMT.

(13) Reviews duty officer journals.

j. **ASSISTANT SHIFT LEADER.**

(1) Assists Shift Leader in the execution of his/her duties and acts for the Shift Leader in his/her absence.

(2) Exercises direct supervision of desk officers and operations team.

(3) Insures that desk officers comply with suspense dates and provide current information for briefings and SITREPs.

(4) Reviews all outgoing messages to assure that messages have been adequately staffed.

(5) Assists the Shift Leader in maintaining journals and records.

k. **DESK OFFICERS.**

(1) Represent their directorate or separate office in accordance with internally established policies and take action, as required, on all messages to include-coordination with staff sections.

(2) Consult and coordinate with their directorate or separate office on the processing of actions for which policy has not been

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established.

(3) Forward actions, as required, to their directorate or separate office points of contact and track suspense actions.

(4) Provide input for briefings, the Shift Leader's journal, Red Sheets, SITREPs, information papers, and record of significant events.

(5) Brief significant items within respective areas of responsibility.

(6) Provide input to operations and administrative orders and plans.

(7) Assist in maintaining situation maps, status charts, and similar displays, reports, data pertinent to areas of interest.

(8) Brief their counterparts on the opposite shift before going off duty.

(9) Maintain a daily staff journal of actions, messages and suspense items.

(10) Keep the Shift Leader informed of directions that have been given from their directorate or separate office concerning duties and responsibilities expected of the team members by their parent office.

(11) Safeguard and properly control or dispose of classified documents.

(12) Review incoming messages for proper tasking and advise the Assistant Shift Leader of any inconsistencies.

(13) Review and update the computerized suspense list for accuracy.

1. **SECURITY AND LAW ENFORCEMENT/INTELLIGENCE DESK OFFICER.**
Performs all desk officer duties outlined in paragraph k. In addition, performs the following:

(1) Monitors, assesses, briefs, and prepares SITREP portions on the following areas: enemy and threat information, weather and weather impacts in conjunction with CECW-EH, intelligence information relating to present and future operations; theft, loss and sabotage at Corps facilities, general security posture of USACE, Threatcon and DEFCON levels.

(2) Assists the Shift Leader in the development of essential elements of information.

(3) Directs matters concerning security of Corps facilities with Corps FOA and other MACOMs.

(4) Coordinates with Plans and Policy Division on matters pertaining to security of Corps operations and facilities.

m. ADMINISTRATIVE OFFICER.

(1) Directs all CMT administrative support activities.

(2) Supervises the Administrative Section.

(3) Responsible for prompt and efficient flow of message traffic and for maintaining message files. Maintains other records as required. Monitors all message traffic for:

(a) Suspense dates.

(b) Priority messages requiring expeditious handling.

(c) Format.

(d) Dissemination.

(e) Control and disposal of classified material.

(4) Maintains the EOC as a restricted area (see Appendix F, EOC Security Procedures).

(5) Insures that outgoing messages have been approved by the Shift Leader.

(6) Coordinates courier service.

(7) Coordinates the production of graphic aids to support briefings.

n. STAFF ACTION COORDINATION OFFICER (SACO).

(1) Reviews all incoming messages and assign actions to specific directorates or separate offices. Assigns appropriate suspense dates, as required.

(2) Must be knowledgeable of the functional responsibilities of each of the directorates and separate offices within HQUSACE.

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(3) Must be knowledgeable of the procedures used to insure smooth message processing, to include the EOC message logging system and message center tracking.

(4) Must be knowledgeable of the use and composition of HQUSACE Address Indicator Groups (AIG) for message dissemination.

(5) Monitors receipt of all SITREPs and Emergency Action Messages (EAM). Insures that any message containing critical and time sensitive information is handled with appropriate priority.

(6) Is prepared to assume duties of the Administrative Officer.

o. **CLERK TYPIST (LOGGER).**

(1) Logs all information, as required, in the computerized master message log file.

(2) Assists the SACO in maintaining accountability and control of all message traffic in the EOC.

(3) Assists the Administrative Officer in retrieving and printing the computerized message log reporting system.

(4) Prepares back-up diskettes of the data base at the end of each shift.

p. **CLERK TYPIST (FILE CLERK).**

- (1) Files all messages in accordance with Appendix C.
- (2) Insures that necessary copies and proper distribution are made.
- (3) Assists the Administrative Officer in controlling message flow through the EOC.

q. **CLERK TYPIST (SECURITY).**

- (1) Maintains Restricted Area. Maintains the Visitor Register and controls and issues EOC visitor passes to properly cleared visiting personnel. See Appendix D for details.
- (2) Insures that all classified trash is disposed of properly.
- (3) Provides support by typing and copying as needed.
- (4) Answers telephones and routes calls to the appropriate desks.
- (5) Controls distribution boxes containing classified material.

r. **CLERK TYPIST (ENCODER/DECODER).**

- (1) Answers the telephone and routes calls to the appropriate desk officer.
- (2) Provides principle typing support as directed by the Administrative Officer.
- (3) Encodes and decodes classified messages using Department of the Army (DA) and USACE Operation Codes, Alert Notification Codes, and the KL 43 a/d series encrypting device.
- (4) Provides administrative support as needed.
- (5) Assists the Administrative Officer in maintaining daily reading files.

s. **COURIER/DRIVER.** Provides courier support as required.

t. **COMMUNICATION OFFICER/SPECIALIST.**

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(1) Monitors radio, radio telephone, secure telephone unit (STU III) and conventional telephone communications. Records transmissions and prepares telephone conversation records as appropriate.

(2) Assures equipment is operational.

(3) Maintains communication logs.

(4) Maintains communication situation map overlays and presents briefings on same.

(5) Advises the Operations Officer on communication matters.

(6) Serves as the designated COMSEC officer for the EOC.

u. OFFICE OF THE CHIEF OF ENGINEERS-PENTAGON (OCE-P) LIAISON OFFICER.

(1) Collects and disseminates information between HQDA and HQUSACE.

(2) Attends AOC briefings.

(3) Attends Engineer Desk Officer briefings at the AOC.

(4) Participates in HQUSACE briefings.

(5) Coordinates AOC visits by USACE General officers.

(6) Attends OCE-P command pre-briefs.

(7) Attends OCE-P guidance sessions following AOC Command Briefings.

(8) Briefs EOC shift changes on AOC/OCE-P issues and concerns.

(9) Obtains copies of the report to the Army Chief of Staff regarding previous day's activities.

v. EOC SECRETARY.

(1) provides secretarial support to the Shift Leader, Assistant Shift Leader and desk officers.

(2) Types messages to be sent over the AUTODIN system. Proof reads outgoing messages typed by other offices for spelling and

format prior to submission to the Shift Leader for signature.

(3) Maintains a file for incoming and outgoing suspenses. Coordinates suspenses with CMT members to insure dates are met and the computerized message logsystem is appropriately annotated.

(4) Maintains a suspense file for approved outgoing messegges which will be held until the machine generated "come back" copy is received from the Communication Center. Forwards "come back" copy to SACO for processing.